## JOB DESCRIPTION

**JOB TITLE:** Heritage Project Officer

 **LOCATION:** Home and agile working in the community, covid-allowing. Office base with Voluntary Action North Lanarkshire and in Clydesdale with the Rural Development Trust team.

**TERMS:** Fixed term contract from December 2020 to November 2023

 35 hours per week, 25 days annual leave. Open to job share.

**LINE MANAGER:** Project Manager, Rural Development Projects

**SALARY:** £29,665

**Main Purpose of the Post:**

The key tasks will be the delivery of the North Lanarkshire Heritage Rural Programme across five communities. The post will engage a wide range of audiences in exploring the heritage of five rural communities; Caldercruix, Greengairs, Harthill, Plains and Upperton. Examine the community, industrial and natural heritage assets and develop a heritage plan for each area which reflects existing community and regional plans. Engage a wide range of audiences in exploring the heritage of the five communities. Work with various partners and stakeholders by building on existing community partnerships to collaboratively develop and deliver project activities which explore, share and celebrate the intangible heritage of each area. Proactively involve members of the community from Heritage Fund priority groups (LGBT, ethnic minorities, disabled people, young people and people from lower socio-economic backgrounds). Make outputs and resources available online wherever possible and share the activities of the project digitally. Pilot a small community grants scheme with a heritage focus, providing support and assistance to lower capacity groups, and ensuring a straightforward, transparent and equitable application and decision process.

## Main Duties and Responsibilities:

* To be responsible for the implementation of the North Lanarkshire Rural Heritage Programme
* To manage the deployment of consultants, contractors and volunteers within agreed budgets in the delivery of the project
* To liaise with Partner organisations, statutory agencies, public bodies and the voluntary sector during the development and delivery of the project, including seeking community feedback at key points in the process.
* To monitor project activity, outcomes and outputs against targets
* To report to and liaise with local steering groups
* To promote and publicise the project amongst community groups and residents within the project area
* To respond to general and specific enquiries regarding the project from Partners and the local community.

## Key Tasks

* Generate and stimulate interest in the project within the catchment area and promote opportunities to become engaged in project delivery
* Encourage the development of volunteering opportunities
* Assist in the preparation of articles and news releases for newsletters, website, social media and the local press
* Provide project monitoring information to assist the Project Manager manage the budget for the Project, adhering to relevant financial procedures, reporting systems and timetables according to the requirements of the National Lottery Heritage Fund and Partners’ requirements
* Provide reporting information for community Steering Groups, funders and the RDT Board to ensure effective implementation of the Programme
* Undertake other duties as reasonably required by the Project Manager.

**Person Specification**

**Essential Criteria**

* Degree or equivalent in a relevant subject and/or a range of skills necessary to develop and deliver the project
* Experience of working with communities and stakeholders to develop heritage plans and to deliver heritage projects
* The ability to prioritise workload and to work on your own initiative
* The ability to write and communicate effectively and appropriately with all sectors of the community and Partner organisations
* The ability to prepare and deliver presentations and talks and
* Knowledge of project management techniques.

**Desirable Criteria**

* Good ICT skills, specifically Microsoft applications including Word, Excel and PowerPoint
* Hands on experience of running small grant schemes and supporting communities with successful projects
* Experience of digital engagement and digital heritage projects
* Experience of engaging National Lottery Heritage Fund priority groups
* Knowledge of budget management techniques and their application.

**Technical Requirements**

You will be required to have a valid driving licence and access to a vehicle for business purposes at all times. Expenses that you incur on behalf of the Company whilst engaged on Company business will be reimbursed.

**IMPORTANT NOTE**

The Rural Development Trust is an Equal opportunities employer and is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. Our policy aims to prevent unfair and discriminatory practices within RDT and to encourage full contribution from its diverse community interests. RDT is committed to actively opposing all forms of discrimination.